

# CEA



## CAREER EXECUTIVE ASSIGNMENT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/CALNET 498-7857.

### EXAMINATION ANNOUNCEMENT

DEPARTMENT

TRANSPORTATION

POSITION TITLE

CHIEF, DIVISION OF EQUIPMENT

LEVEL

CEA 2  
(Salary Range \$7815-8616)

\*An appointment salary higher than the maximum range for a CEA 2 up to \$10,520 for a Supervising level engineer is supported by the Department and requires approval of the Department of Personnel Administration.

FINAL FILING DATE

DECEMBER 15, 2009

### DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director for Maintenance and Operations, the incumbent is responsible for all activities relating to the Division of Equipment. The incumbent develops and implements policies to coordinate all activities within the Equipment Division.

- Develops and implements statewide policies, procedures and guidelines for the Department's use of equipment.
- Directs and oversees activities to carry out the Equipment Division's overall mission and to provide for the equipment needs of departmental users who develop and maintain the State highway system.
- Establishes Program Level Operational Plans that include the Department's goals, strategic objectives, strategies and performance measures.

- Develops statewide policy, direction and procedural guidelines for fuel conservation and to decrease greenhouse gas emissions.
- Reviews and evaluates district and program proposals, approves justification for certifications and contracts for procurement, and provides guidance and assistance in all matters pertaining to specific mobile equipment needs.
- Responsible for the design, purchase, fabrication, maintenance and disposal of the Department's mobile equipment fleet.
- Provides guidance to the Greening the Fleet program and ensures compliance with various clean air regulations.
- Promotes Departmental use of alternative fuels and the development of alternative fuel infrastructure.
- Prepares the budget, staff justifications, staff allocations and hardware and software resources for the Equipment Division.
- Advises the Deputy Director on the full range of issues related to the Equipment Division.

#### MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

#### DESIRABLE QUALIFICATIONS

Experience in positions at the Supervising Equipment Engineer, Supervising Transportation Engineer, Supervising Transportation Planner, and Staff Services Manager III level or higher that developed the following qualifications:

- Broad and comprehensive knowledge of state and federal highway equipment policies, guidelines, and standards.
- Demonstrated ability in the management of large budgets, administration of large organizations, and setting of performance measures to ensure accountability.
- Demonstrated knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in equipment matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.

- Demonstrated good oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

## EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

## EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
  - List degrees obtained and dates received.
  - List licenses and certificates and dates received.
- Number of years of external contacts (e.g., Legislature, control agencies, FHWA, and appropriate external stakeholders, etc).
  - List state, federal and regional agencies.
  - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Supervising Equipment Engineer, Supervising Transportation Engineer, Supervising Transportation Planner, or Staff Services Manager III level or higher.
- Breadth and extent of making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS
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All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation  
Division of Human Resources, ATTN: Patti Oshita, MS 90  
Farmers Market III, 6<sup>th</sup> Floor, P.O. Box 168037  
Sacramento, CA 95816-8037

Or via e-mail: [Patti\\_Oshita@dot.ca.gov](mailto:Patti_Oshita@dot.ca.gov)

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on December 15, 2009. Interagency mail received after this date will not be accepted.

**Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.**

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.